

BERKELEY COUNTY GOVERNMENT
JOB OPENING – EXTERNAL POSTING
ADMINISTRATIVE CLERK 2 (PS100741)

DEPARTMENT: CLERK OF COURT - DSS OFFICE

JOB SUMMARY/ESSENTIAL FUNCTIONS: Files high volumes of case materials in both the office and at the storage facility location. Keeps a log of files contained in storage. Frequently moves and organizes large boxes of files in the office and in the records storage facility which may require frequent climbing, bending, stooping, and lifting. Retrieves files requested by court officials and the general public and transports these files to and from multiple locations. Performs duties including answering incoming telephone calls, basic typing, creating files, copying, scanning and entering information/data into the computer system. Performs all aspects of records management. Serves as back-up for receptionist. Performs other job related duties as assigned.

QUALIFICATIONS:

High school graduation or equivalent and one (1) year related experience.

Clerical skills including filing, customer service, math, data entry and correct grammar usage.

Data Entry/Basic Skills test score of 58 is required for this position.

Valid driver's license for South Carolina. Safe driving record.

Skilled in the operation of all basic office equipment, including FAX machines.

Departmental testing may be administered during interview.

Completed degree(s) beneficial to the position may be partially considered as work experience.

A criminal background check will be completed on selected applicant if a current one is not on file.

PHYSICAL REQUIREMENTS:

This position requires the employee to frequently sit and use hands to handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is required to walk, talk and hear. The employee must frequently lift and/or move up to forty (40) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

SAFETY INFORMATION/DUTIES:

This is a safety sensitive position and subject to random drug and alcohol testing. All employees holding such jobs or requesting promotion or transfer to such jobs are subject to drug testing.

Attends all required safety training, follows safety policies and procedures, and uses appropriate PPE (Personal Protective Equipment) for assigned tasks.

HOURS OF WORK/MISCELLANEOUS INFORMATION:

Thirty-seven and one half (37.5) hours per week. Normal operating hours are Monday through Friday 9:00 a.m. until 5:00 p.m., with the ability to work flexible hours after 5:00 p.m. when necessary. Scheduled hours/days, job location, duties and any other information contained herein is subject to change. May be required to work extra hours and to perform extra or different duties during emergency situations.

Please visit our website at www.berkeleycountysc.gov for an application or contact the Human Resources Department at 1003 Highway 52, Moncks Corner, SC (719-4163); Charleston (723-3800 ext. 4163), St. Stephen (567-3136 ext. 4163).

BERKELEY COUNTY GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN OR DISABILITY.

Administrative Clerk 2 - Grade C03
Entry Level Bi-Weekly Pay Range: \$702.84 - \$808.26

Posting Date: 09/25/2012
Closing Date: Subject to close at any time

THE EMPLOYMENT APPLICATION MUST BE FULLY COMPLETED. INCOMPLETE APPLICATIONS MAY NOT BE CONSIDERED. APPLICATIONS WILL NOT BE ACCEPTED ONCE POSITION IS CLOSED. POSITIONS ARE SUBJECT TO BEING CLOSED AT ANY TIME.